



NOTICE OF A.G.M

The Annual General Meeting of the CITY OF GLASGOW SWIM TEAM will be held on **Thursday 26th May at 7.00pm in the Pavilion Build, Scotstoun Leisure Centre.**

Business to be considered by the AGM, including nominations for the posts, must be in writing by the Secretary, Mrs L Spalding 131 Colston Rd, Bishopbriggs, Glasgow no later than three weeks before the AGM. (5th May '05)

All such nominations shall be sent to all centres two weeks prior to the AGM. Items or nominations received later than that date can only be considered at the AGM by approval of the Management Committee.

Please be aware that this is a very much working Committee and as such all Committee Members are obliged to take on a specific role.

It is recommended that only adults attend this meeting.

Voting Rights and Powers

- All Members are entitled to attend Meetings and vote, proxy votes are allowed.
- Decisions put to a vote will be resolved by a simple majority, voting will be by show of hands unless decided otherwise by a majority of those attending the Meeting.
- A parent who is entitled to vote by proxy on behalf of a child 16 yrs and under may in turn appoint a representative to vote on his/her behalf.
- A member 17yrs and over who is entitled to vote may appoint a representative to vote by proxy on his/her behalf.
- The appointed representative may either vote specifically as instructed or at his /her discretion as directed by any motion or resolution.
- Written evidence of such instruction must be presented to the Secretary before the start of any General Meeting.

- No voting member may exercise more than one proxy vote.

AGENDA OF A.G.M

- 1. Present**
- 2. Apologies**
- 3. Chairperson's Address**
- 4. Minutes of Last Meeting**
- 5. Adoption of Minutes**
- 6. Matters Arising**
- 7. Correspondence**
- 8. Secretary's Report**
- 9. Treasurers Report**
- 10. Head Coaches Report**
- 11. Changes to Constitution**
- 12. Election of Office Bearers**
- 13. Appointment of Auditors**
- 14. Installation of Chairperson**
- 15. A.O.C.B.**